

## GENERAL SCHEDULE #1 - Non-Record Materials

This Retention and Disposal Schedule replaces General Schedule #1 that was approved on July 8, 1964.

This Retention and Disposal Schedule covers **non-record materials** that are common to most offices in local government. The materials that are described on the attached page may be destroyed as soon as they have served their intended purpose. We, the undersigned, believe that these materials possess no administrative, legal, fiscal or archival value as described.



David J. Johnson, State Archivist  
Department of History, Arts and Libraries, State Archives of Michigan

9/23/04

(Date)



Debra Gearhart, Director  
Department of History, Arts and Libraries, Records Management Services

9/21/04

(Date)

**APPROVED**

State Administrative Board

11/14/04

(Date)

**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
/GS01/      *Non-Record Materials*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
GS#1 -	<u>Non-Record Materials</u>	ACT	11/16/2004

AGENCIES MAY DISPOSE OF THE FOLLOWING NON-RECORD MATERIALS AS SOON AS THEY HAVE SERVED THEIR INTENDED PURPOSE.

Extra copies of documents retained only for convenience of reference, such as "for your information" documents, tickler files, follow-up of correspondence, word processed files when the official record-copy is printed out and retained, and extra or identical duplicate copies of records if the official record has been retained by the agency.

Publications, forms and printed documents, including stocks of those that are superseded or outdated.

Preliminary drafts of letters, memoranda, reports, worksheets and internal notes (including those that are word processed) that do not represent significant basic steps in the preparation of public records.

Letters of transmittal (including routing slips) which do not add any information to the transmitted material, and other types of routine correspondence (may include e-mail messages) that do not document significant activities of the agency.

Shorthand notes and recordings that have been transcribed into another format for official retention purposes.

Miscellaneous notices or memoranda (may include e-mail messages) which do not relate to the legal and functional responsibilities of the agency, such as notices of community events, employee benefits, holidays, etc.

Media used for printing or other record reproduction processes.

Catalogs, trade journals, and other publications or papers that are received from outside sources and are not essential to the operation of the agency.

ACT = Until no longer needed for convenience of reference.

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal